

**TOWN OF BURRILLVILLE  
LIBRARY BUILDING COMMITTEE  
MEETING MINUTES**

**REGULAR MEETING of the Burrillville Library Building Committee  
held Thursday, March 30, 2006 at 6:30 P.M. at the Burrillville Town  
Hall, 105 Harrisville Main Street, Harrisville, RI.**

**MEMBERS PRESENT: Victor D. Antoniello, David C. Ketcham, Robert  
J. Martel, Michael A. Caron, James Moran, Christopher Blakely, G.  
Wayne Miller**

**MEMBERS ABSENT: None**

**EX OFFICIO MEMBER PRESENT: William A. Andrews, Town  
Councilor**

**OTHERS PRESENT: Sandra Mundy, Pamela Redfern, Tom Kravitz,  
Karen Mellor, Kevin Blais, Walter Kane, Mark Brizard**

**The meeting was called to order at 6:43 P.M. by Vic Antoniello,  
Committee Chair**

**I. PUBLIC COMMENT**

**None.**

## **II. REVIEW OF THE MINUTES**

**A motion was made by James Moran and seconded by David Ketcham to accept (with revisions) the minutes from the meeting on 3/09/2006. With no further discussion, the vote in favor was unanimous.**

## **III. REVIEW AND ACT ON THE FOLLOWING CORRESPONDENCE:**

**A. Engineering Evaluation/Cost Analysis document from Lincoln Environmental dated 3/14/06. This item deferred to the next meeting.**

**B. A motion was made by David Ketcham and seconded by James Moran to receive and file a Letter from Rhode Island Dept of Environmental Management dated 3/2/06 re: Insignificant Alteration – Permit. With no further discussion, the vote in favor was unanimous.**

## **IV. REVIEW AND ACT ON INVOICES/EXPENSES:**

**A. A motion was made by James Moran and seconded by David Ketcham to approve for payment Invoice 022806 dated 2/28/06 for \$238.70 from Bernadette Schuster, Clerk to the Committee. With no further**

**discussion, the vote in favor was unanimous.**

**B. David Ketcham made motion to defer payment to the next meeting for the balance**

**of Invoice #5919 dated 2/15/06 from Newport Collaborative Architects**

**\$8,589.96 relative to Change Order #6 and the Construction Documents. The**

**motion was seconded by Michael Caron, with no further discussion, the vote in**

**favor was unanimous.**

**C. A motion was made by James Moran and seconded by Robert Martel to pay**

**Invoice 2509097 from Lincoln Environmental dated 9/15/05 for \$533.00. With no**

**further discussion, the vote in favor was unanimous.**

**D. A motion was made by James Moran and seconded by David Ketcham to pay**

**Invoice 2511085 from Lincoln Environmental dated 11/15/05 for \$175.50 With no further discussion, the vote in favor was unanimous.**

**E. A motion was made by Robert Martel and seconded by Michael Caron to pay**

**Invoice 2601103 from Lincoln Environmental dated 1/16/06 for \$6,588.35 With**

**no further discussion, the vote in favor was unanimous.**

**F. Invoice 2602005 from Lincoln Environmental dated 2/15/06 for \$3,387.75 will be**

carried to the next meeting since internal approval has not yet been received.

**V. REVIEW AND ACT ON CHANGE ORDERS:**

**None.**

**VI. DISCUSS MEETING PROCEDURES**

Walter Kane, Town Solicitor addressed the Committee regarding Open Meeting Laws and Meeting Operations for the Library Building Committee. Mr. Kane clarified that the Open Meeting Law serves the primary purpose of allowing the public (with an agenda and adequate notice; 48 hours) to be aware that a meeting is being held so that members of the public can be adequately informed. Required recordings at such meetings include a list of attendees, votes taken and items inserted into the public record. The Open Meeting Law does not require participation by the public.

Public Comment may be permitted at the opening of the meeting, but this is not a requirement. Items on the agenda may be open to public comment, but there is no requirement to permit public comment. The Board for the Library Building Committee, having been selected according to specific expertise required for operation, may choose to permit or restrict public comment on specific topics. If public

comment is not permitted on a particular subject, the Ex-Officio member of the Board (while having no voting authority) is still permitted comment since this individual has been elected to serve the Committee and is therefore considered to be an equal authority. Comment is also permitted from staff members attending the meeting (including consultants, Town officials, architects, etc.) are in attendance to serve the best interest of the committee. Generally participation from these staff members has been requested for the purpose of lending their professional expertise to the issues at hand.

Items of information that are not considered to be public record include the following: preliminary drafts, notes, impressions, working papers, memorandum and any work products provided. Any documents submitted at a public hearing of a body shall be deemed public. Reports created by committee members as a means to provide information to other committee members is not considered public record unless the committee introduces the item to be filed as such. Invoices, correspondence and reports that are voted to be filed as public record are considered to be public record, any member of the public then has a right to examine these records.

Should a public hearing or meeting be held by the committee with the intent of displaying records, plans or project models for public participation, the public has a right to be heard. The committee may then place a time limit and restriction on individual public comments

to permit as many members of the public to be heard as possible. At all meetings, the public has a right to observe the proceedings of a meeting, but is only allowed to participate if the meeting is deemed to be a public hearing. All materials submitted into the public record become public property, subject to public review provided the procedure for requesting these records has been followed.

Discussions of specific topics considered to be more restrictive in nature (i.e. property acquisition, personnel issues, etc.) may be conducted in an executive meeting session provided the meeting is scheduled as such.

Agenda items can be added at the meeting, provided the item is only added for discussion purposes. The item cannot be voted upon unless it constitutes an emergency situation that cannot wait for the 48 hour notice. Vic Antoniello thanked Mr. Kane for this information and clarification of the public meeting requirements.

James Moran raised a question regarding the contract perimeters for retaining the Clerk of the Works for the project. Mr. Kane will work with the Committee on the contract when the candidate has been selected.

## **VII. REPORTS**

## **A. ARCHITECT**

**Pamela Redfern reported on the following:**

- **Wetlands permit insignificant alterations.**
- **Historic Commission deemed all documentation to be adequate, one additional photo of a stone wall was requested.**
- **Distribution of a list prepared by Rich Bernardo of DPW indicating items and services (and the associated cost savings available) DPW proposes to provide for the project.**
- **Scheduling and attendance requirements for one of two potential Pre-bid conferences. The conferences will be structured with a brief introduction of the project, discussion of scope of the work, site break-out to highlight important issues such as site work, bid breakdown and mention of any special issues regarding the project, site tour and questions. Plans, spec documents and bid forms will be available at Town Hall during the first week of April. Questions and issues raised at these conferences are usually addressed in follow-up minutes or addendums. The conferences are tentatively scheduled for April 12 and 20. Rich Bernardo, (DPW) Karen Mellor, (OLIS) and Steve Cadorette (Lincoln Environmental) should be on hand for the conferences.**
- **Revision of the bid form to allow bids to be submitted that will separate site preparation work from site preparation work and building construction. This will allow the building construction phase**

to be re-bid after the site work is complete if the bids exceed budget limitations. Advertising for bids on the project will be done by Town Hall

## **C. LIBRARY ADMINISTRATION**

Sandra Mundy reported on the rapid turn around of the approval of the OLIS application. A copy of the contract with OLIS has been signed. OLIS included a portion of the site development work in the total reimbursement. Total possible reimbursement will be \$3,681,721. The Committee is very appreciative of the efforts Karen Mellor and Sandra contributed to this award.

Wayne Miller confirmed that the official name of the Library will remain the Jesse M. Smith Memorial Library.

## **D. PLANNING DEPARTMENT**

## **VII. DISCUSS AND TAKE ACTION ON SCOPE OF WORK, SELECTION CRITERIA AND ADVERTISING FOR A CLERK OF THE WORKS FOR THE PROJECT**

James Moran reported on The Clerk of the Works criteria. The documentation will be amended with minor revisions and to specify an April 30th closing date. Bid documentation and plans will be



available for review at Town Hall if candidates wish to do so. Advertising for the Clerk will be place during the upcoming week. Walter Kane will assist with development of a contract when an individual has been selected.

David Ketcham motioned to accept the Clerk of the Works documentation into record, Michael Caron seconded the motion, with no further discussion the vote was unanimous.

#### **VIII. DISCUSS AND TAKE ACTION ON CD COST ESTIMATES, SPECIFICATIONS, BID DOCUMENTS AND DRAWINGS.**

Discussed above.

#### **IX. DISCUSS AND TAKE ACTION ON OLIS REIMBURSEMENT CONTRACT.**

Discussion above.

#### **X. GENERAL DISCUSSION OF THE PROJECT**

Discussed above.

#### **XI. ADJOURNMENT**

**A motion was made by David Ketcham and seconded by James Moran to adjourn at 8:43 P.M. With no further discussion the vote in favor was unanimous.**

**The next meeting is scheduled for Thursday, April 13, 2006, 6:30 p.m. at**

**Burrillville Town Hall Chambers.**

**Information relating to the meeting is on file with the record of the minutes in the office of the Town Clerk.**

**Recorded by\_\_\_\_\_**  
**Bernadette M. Schuster, Clerk to the Committee**

**Approved by\_\_\_\_\_**  
**Library Building Committee Member**

**Date Approved \_\_\_\_\_**